

Advance Basic Allowance for Housing

Overview

Introduction This section provides the *procedures* for **Advance Basic Allowance for Housing (Advance BAH)**.

Topics The following topics are covered in this section

Topic	See Page
Guiding Principles	2
Starting Advance BAH	3

Advance Basic Allowance for Housing

Guiding Principles

Introduction	This section provides the <i>guiding principles</i> for Advanced Basic Allowance for Housing .
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Reference	The following references provide additional information about Advanced BAH.
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- [Pay, Personnel, Procedures Manual](#), HRSIC M1000.2A, Chap. 6 and Encl. 1
 - [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 9 (Advance BAH)
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Before you begin	If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide
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Advance BAH entries must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.

Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item AFTER the initial advance transaction has processed through JUMPS.

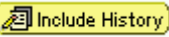

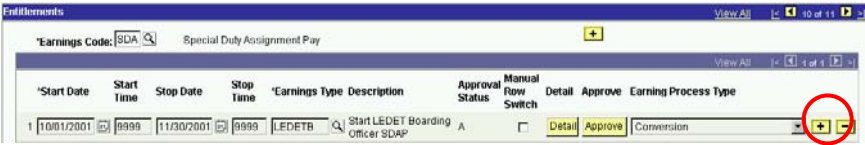



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Advance Basic Allowance for Housing

Starting Advance BAH

Introduction This section provides the procedure for *starting* Advance Basic Allowance for Housing.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new Advance BAH entitlement.

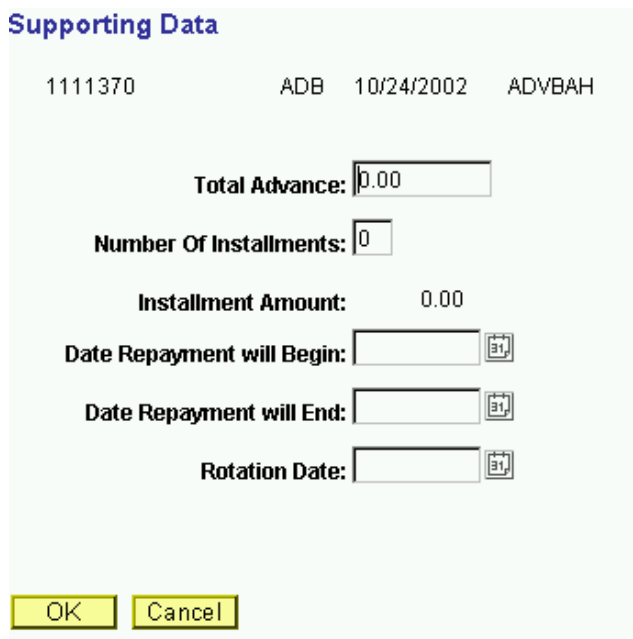
Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.</p>
3	<p>The Stop Date may be left blank. Field will automatically update with same date as start date.</p>
4	<p>Enter the Earnings Type code "ADVBAH" or use the  to search and select from a listing of available earning types.</p>
5	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a user with the CGHRSUP role</p>

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Advance Basic Allowance for Housing

Starting Advance BAH, Continued

Procedure (continued)






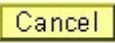
Step	Action
6	Manual Row Switch (CGHRSUP role users only). Select this field <u>only</u> when necessary to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.
7	<p>Click the Detail button to bring up the Supporting Data screen below:</p> 
8	Total Advance. Enter the total amount of advance BAH the member is requesting.
9	Number of Installments. Enter the number of months the member elects to repay the advance BAH. 12 months is the maximum.

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Advance Basic Allowance for Housing

Starting Advance BAH, Continued

Procedure (continued)


















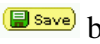
Step	Action
10	<u>Installment Amount.</u> PeopleSoft will automatically complete this field when the information is provided.
11	<u>Date Repayment Will Begin</u> is the first day of the next processing month. Normally the 1 st day of the month following the month in which the advance was paid (e. g. 07/01/2006 for 1 July 2006, provided transaction is input in time to be included in the June processing month (e. g. prior to “June End-Month Compute”).
12	<u>Date Repayment Will End</u> is the last day of month in which the final installment will be paid (e. g. 06/30/2007, for 30 June 2007, provided the start date was 1 July 2006 and the number of installments was 12.)
13	<u>Rotation Date</u> is the member’s rotation date from current unit the field is pre-filled by the system.
14	<p>Click the  button when finished.</p> <p>Supporting Data</p> <p style="text-align: right;">ADB 06/13/2006 ADVBAH</p> <p style="text-align: right;">Total Advance: <input type="text" value="1200.00"/></p> <p style="text-align: right;">Number Of Installments: <input type="text" value="12"/></p> <p style="text-align: right;">Installment Amount: 100.00</p> <p style="text-align: right;">Date Repayment will Begin: <input type="text" value="07/01/2006"/> </p> <p style="text-align: right;">Date Repayment will End: <input type="text" value="06/30/2007"/> </p> <p style="text-align: right;">Rotation Date: <input type="text" value="07/01/2008"/> </p> <p style="text-align: center;">   </p> <p style="text-align: center;"><i>Completed Supporting Data Screen</i></p>

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Advance Basic Allowance for Housing

Starting Advance BAH, Continued

Procedure (continued)

Step	Action						
15	<table> <tr> <th>If...</th><th>Then...</th></tr> <tr> <td>you are a SPO Supervisor</td><td>click the  button to complete the transaction. The transaction will automatically be approved.</td></tr> <tr> <td>you are a SPO Data Entry Technician, you must route this transaction to a Supervisor for approval.</td><td> <p>(a) Click the  button and enter the Approving Official's Employee ID number in the Approver EmplID field of the Supporting Data section.</p>  <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p> </td></tr> </table>	If...	Then...	you are a SPO Supervisor	click the  button to complete the transaction. The transaction will automatically be approved.	you are a SPO Data Entry Technician , you must route this transaction to a Supervisor for approval.	<p>(a) Click the  button and enter the Approving Official's Employee ID number in the Approver EmplID field of the Supporting Data section.</p>  <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
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16	<p>Approving Official (CGHRSUP Role User/SPO Supervisor) Follow these steps to approve a transaction:</p> <ol style="list-style-type: none"> Click the link on your worklist to access the pending transaction. Make any corrections that may be necessary to the start date or detail-supporting data. (c) Click the  button. (d) Click the  button to return to the Entitlement Detail view. Click the  button 						